

Minutes

Information Technology Joint Steering Group (ITJSG)

Note: Due to the press of other business (Year 2000 Business Continuity and Contingency Planning, End-to-End Procurement Process, etc.), the minutes for the ITJSG meetings on November 10, November 30, and December 7, 1998 are all being reported together in this single document. We plan to issue minutes for all subsequent meetings in separate documents issued within a few days of the meeting's occurrence.

November 10, 1998 Meeting:

Attendees:

Mr. Michael Williams	DCMC-O (Paperless)
Colonel Sydney Hill, USAF	DCMC-AC
Colonel Thomas Sutliff, USAF	Commander, DCMC Twin Cities
Ms. Marcia Case	DCMC-BA
Mr. Norris Nearing	DCMDI-O
LCDR Dennis Sacha, USN	DCMC-PA
Mr. Kevin Koch	DCMC-O (Paperless)
Mr. Ron Youngs	DCMC-O (Paperless)
Ms. Patty Tellez	DCMC-OE

Matters Discussed:

DLA's Year 2000 Status and Planning Effort: Ms. Sandra King, DLA-CI, briefed the ITJSG on DLA's Capstone Assessment Plans (Logistics and Procurement, both), and the Year 2000 compliance of DLA's major Automated Information Systems (AIS) and equipment (Personal Computer workstations, servers, and routers, for example). In general, the agency is in good shape as regards Year 2000 compliance, and DCMC is in particularly good shape. (Only 500 DCMC Personal Computer workstations are presently Year 2000 non-compliant, and plans are in hand for upgrading those machines.)

Remote Users Access: Mr. Ron Youngs, DCMC-O (Paperless), raised the issue of remote users access to DCMC AIS applications via modems over standard telephone lines. The common field user perception is that such connections are far too slow.

Mr. Youngs raised this issue in the particular context of the deployment and implementation of Electronic Document Workflow, but, as the ITJSG members immediately noted, remote user access is a Command-wide issue affecting multiple DCMC AISs and needs to be addressed on that basis. Some ITJSG members also noted, though, that remote user access problems may not be solvable at an affordable cost, given the state of currently available technology and prices that are available from the Defense Information Systems Agency (DISA) and commercial telephone companies.

Action Item: The ITJSG Chairperson, on behalf of the group, will send a memorandum to the Office Computing Working Group directing that they provide an evaluation of methods available to improve remote user connection speeds.

The evaluation is to include information on the pros and cons of each method evaluated, including, most particularly, those methods' costs. The due date for this review will be set to allow for possible inclusion of the necessary funding in the next Program Objective Memorandum submission (due in February).

Closed Contract Data Base (CCDB): Ms. Patty Tellez, DCMC-OE, raised the issue of continuing on with development of the CCDB. The CCDB is a joint DCMC-Defense Finance and Accounting Service (DFAS) effort that aims to provide on-line and searchable historical information on closed contracts. Development of the project was split into two phases. Phase I development has been completed; what's at issue is Phase II, which was intended to provide additional search capabilities specifically requested by DCMC users. Phase II development funding would have been split between DCMC and DFAS on a 65/35 basis (the same ratio as for the Mechanization of Contract Administration Services [MOCAS] system); but, as it turned out, DCMC "zeroed" its \$159,000 share of the FY 99 funding that would have completed the Phase II development. DFAS then decided not to continue Phase II funding on its own. Ms. Tellez asked that the "zeroing" of the funds be revisited.

Action Item: (Note: There were action items associated with this matter originally, but they have been overtaken by recent events. The requested \$159,000 became available through additional funding provided by the Office of Secretary of Defense for Year 2000 testing remediation. CCDB Phase II will assist in the testing of MOCAS, and, accordingly, is being funded on that basis.)

ITJSG Meeting Schedule: ITJSG meetings have nominally thus far been scheduled for once each month, but have actually been occurring once every two weeks or less because of the urgency of many of the matters addressed. Accordingly, the ITJSG decided to shift a once-every-two-weeks meeting schedule until further notice.

Action Item: Mr. Kevin Koch, the ITJSG Secretary, will develop a proposed schedule for meetings roughly once every two weeks. This will be circulated to the members for resolution of schedule conflicts.

November 30, 1998 Meeting:

Attendees:

Mr. Michael Williams	DCMC-O (Paperless)
Colonel Sydney Hill, USAF	DCMC-AC
Colonel Thomas Sutliff, USAF	Commander, DCMC Twin Cities
Colonel Alvin Cantrill, USA	Commander, DCMC Philadelphia
Ms. Marialane Schultz	DCMC-B
Ms. Rowe Campbell	DCMC-BA
Mr. Robert Schmitt	DCMC-O
Mr. Kevin Koch	DCMC-O (Paperless)
Mr. David Guinasso	DCMC-O (Paperless)
Mr. Don Mutispaugh	DCMC-AC (Contractor Consultant)

Matters Discussed:

Public Key Infrastructure (PKI): Mr. Mutispaugh briefed the members on DoD's plans for implementing PKI in AISs across the Department. This briefing was requested by the ITJSG to help ensure proper advance planning for "PKI-enabling" all relevant DCMC AIS applications. (PKI is a "certificate-based" method for establishing authorized systems users' identities and levels of authorized access to DoD AISs.)

One of the limitations of PKI became apparent during the briefing, and that is PKI will be applicable only to Worldwide Web-based applications. (Some of the ITJSG members had previously gotten the impression from DISA "marketing pitches" that PKI would be applicable to all DoD and DCMC computer-based applications requiring user access control and security features.) Some ITJSG members also raised concerns about the National Security Agency's and DISA's proposed plans for implementing PKI. Those plans call for a central registry of all users (to be "uploaded" by Service/agency points of contact), and for all users of PKI-enabled applications to use one of two "member directory services" servers, not only to verify their identity and authorized access level, but also as a mandatory telecommunications node for accessing the application they plan to use, no matter where the application is hosted. One member's observation was that these features of NSA's and DISA's plans seem only to create new potential "single points of failure."

The briefing did bring up matters, though, that are of relevance to an action item the DLA Strategic Teaming Conference had assigned to a working group— that is, developing a guidebook that lays out all AIS security accreditation requirements and procedures. Mr. Dave Robertson, DCMC-O (Paperless), is DCMC's representative on that working group. The ITJSG, accordingly, decided that it would be useful to Mr. Robertson for him to meet and consult with Mr. Mutispaugh.

Additionally, DCMC-AC committed to developing a DCMC PKI implementation plan, and estimating the needed resourcing in time for inserting a "wedge" in the February 1999 Program Objective Memorandum (POM) submission.

Action Items:

1. Mr. Robertson will meet and consult with Mr. Mutispaugh on PKI and its impact on security accreditation requirements and procedures.
2. DCMC-AC will develop a DCMC PKI implementation plan, with estimated required resources, in time for the February 1999 POM submission.

Standard Procurement System (SPS) Training Plan: Mr. Dave Guinasso, DCMC-O (Paperless), briefed the group on an SPS Training Plan being proposed by the SPS Deployment Management Team. This plan calls for leasing training facilities from commercial vendors, such as CompUSA. (CompUSA is a particularly relevant example because each retail facility also contains one or more training rooms, with at least 20 workstations each. Those training rooms are readily available for lease under a GSA Federal Schedule, and a number of civilian agencies are already using such facilities. Additionally, CompUSA will provide "mobile training rooms" for all locations within a 200-mile radius of any of its stores for the same price as on-site training rooms. The SPS Deployment Management Team has already done some checking, and, with the exception of DCMC's overseas locations, every DCMC location is "reachable" by a CompUSA store.

Most, in fact, are only a few miles away from our facilities.) Preliminary cost estimates for this plan indicate that, with included Functional Automated System Support Team (FASST) TDY expenses, \$500,000 will be needed in FY 99, followed by \$3.9 million in FY 00.

Some ITJSG members questioned why DCMC's own training facilities couldn't be used, instead. Those members appreciate that most DCMC training facilities aren't equipped with up-to-date workstations, but they thought that the total \$4.4 million needed for this proposed plan would go a very long way toward bringing the DCMC training rooms up to grade.

Mr. Guinasso replied that the primary reason for selecting a "commercial" solution was to achieve the required student throughput. Roughly 70 percent of all DCMC employees will require SPS training, and DCMC will have to train all those personnel within an eight-month "window" that is driven, among other things, by commitments made by the SPS program office to the Services and other agencies. With few exceptions, most DCMC training facilities hold no more than six workstations, and physical space isn't available to substantially increase those numbers. There is no way, then, that DCMC can provide all the training needed in the time required by relying on such a limited number of "seats." Mr. Guinasso did point out, though, that the SPS Deployment Management Team does regard the DCMC training facilities as emergency backup resources should there be scheduling difficulties or funding shortfalls.

Next, there was an inquiry as to how much of the \$4.4 million needed that DCMC could expect to obtain from the SPS program office. The answer was none. The SPS program office is funding the labor and travel expenses for contractor-provided trainers, but the Services and agencies are expected to bear all other expenses (e.g., student TDY expenses, facilities, etc.).

Finally, there was clarification of FASST members' roles. Mr. Guinasso explained that feedback from other organizations who have already implemented SPS is that the contractor trainers are very familiar with the product, but not necessarily with how the product will actually be used in a working environment. That will almost certainly be the case, as well, for DCMC, which even has a substantially different working environment than the buying offices that have previously implemented SPS. The SPS Deployment Management Team, accordingly, wants to use FASST members in the SPS classrooms as "translators" to tell DCMC students how to actually use the product on the job. FASST members will be the first DCMC employees trained on SPS, and thereafter will accompany the SPS contractor trainers to each DCMC location. Mr. Guinasso pointed out that this approach should also produce "backup" trainers for DCMC; given repeated exposure to the SPS training, FASST members should later be able to take on the entire training mission themselves, if required because of scheduling problems or funding shortfalls affecting the contractor trainers.

Decision Item: The ITJSG "cleared" the SPS Deployment Management Team to begin development of a Business Process Team / Resource Utilization Council business case to obtain the needed funding.

Web Posting of ITJSG Minutes: The ITJSG decided that it would post all of its meeting minutes on the DCMC Home Page. The procedures will be that the ITJSG Secretary (from DCMC-O (Paperless)) will prepare the minutes in draft and route them to the members for comment and revision. The ITJSG Chairperson will then “confirm” the minutes and a final copy posted to the web.

Miscellaneous Information Items:

1. DCMC-AC will develop and maintain a spreadsheet for the ITJSG to use at future meetings for tracking and monitoring the progress of all AIS initiatives.
2. DCMC-O (Paperless) is updating the DLAD 5000.4 coverage on AIS management to clarify certain items and expand on ITJSG procedures.
3. DCMC-O (Paperless) is still attempting to schedule Video Teleconferences (VTCs) for ITJSG meetings (for the benefit of our two CAO Commander members--so they don't have to travel), but we still also usually keep finding out that someone else has already booked the HQC VTC facility . Until we're (finally) successful, we will continue using the telephone conference call technique that we've been using.

December 7, 1998 Meeting:

Attendees:

Mr. Michael Williams	DCMC-O (Paperless)
Colonel Robert Olear, USAFR	DCMC-AC
Ms. Marialane Schultz	DCMC-B
Ms. Marcia Case	DCMC-BA
Ms. Rowe Campbell	DCMC-BA
Major Bart Becknel, USAF	DCMC-AC
Ms. Carol Collins	DCMC-O (Paperless)
Ms. Patty Tellez	DCMC-OE

Matters Discussed:

AIS Initiatives Funding: This item was why the ITJSG met again so soon after its previous meeting. Because of recent OSD Comptroller Program Budget Decisions that have taken money away from DCMC AIS and infrastructure initiatives, Colonel Olear became very concerned about program executability. He showed the group a spreadsheet that indicated a potential FY 99 funding shortfall of \$1.5 million for DCMC's AIS and infrastructure initiatives.

The group examined this spreadsheet in some detail. We determined that some expense items had been inadvertently “double-counted,” and that others needed to be moved to other budget categories of spending. The group also discussed priorities, “mandatory” expense items, and initiatives/expenses that could be safely deferred. Attachment 1 represents the final result of these discussions. It shows a potential “reserve” of \$648,684, with only five projects/expense items that would remain unfunded for the time being. Those five items were:

- o Supplier Information Service (SIS) / Risk Assessment and Management Program (RAMP)--\$550,000: Enhancements to SIS to accommodate the inclusion of RAMP.

- o SIS / Other--\$300,000: Other enhancements to SIS (mostly hyperlinks to other Government databases).
- o Document Based Accounting System (DBAS)--\$200,000: Development and deployment of an improved system for tracking and managing non-labor expenditures.
- o District Support--\$55,000: Technical support to Districts from DSDC. (The group recognized that there is a larger funding issue affecting DCMC and DSDC together, but that this as a separate expense item is not needed.)
- o Technology Customer Assistance--\$100,000: Mid-tier support to DCMC from DSDC. (The same parenthetical note as above applies here, also.)

Our first order of priority among those five was SIS/RAMP. Since it could be accommodated within the projected \$648,000 reserve, the ITJSG decided to recommend its funding to the Commander, DCMC.

Information Item: The ITJSG Chairperson passed out a Return on Investment analysis for SIS / RAMP that was prepared by Mr. Robert Kennedy, DCMC-OD. It is attachment 2.

Minutes Confirmed:

MICHAEL R. WILLIAMS
Chairperson, Information Technology

Total Sheet

DCMC Initiatives

	AO		CIO	Unapproved	RUC	
	Baseline	Projected	Approved	(Proj - Appv)	Funded	Committed
Total	\$10,697,474	\$13,224,316	\$12,019,316	\$1,205,000	\$11,523,367	\$3,936,261
Status of Funds (Includes 1.9m for EDW)	\$10,897,474	\$11,868,000	\$11,868,000		\$11,868,000	\$11,868,000
Return of Legacy Money		\$800,000	\$800,000		\$800,000	\$800,000
Total To Spend	\$10,897,474	\$12,668,000	\$12,668,000	so	\$12,668,000	\$12,668,000
Difference		(\$556,316)	\$648,684		\$1,144,633	\$7,931,739
Administration Support	\$0	\$0	\$0	\$0	\$0	\$1,097
AIS Training	\$720,000	\$588,000	\$588,000	so	\$720,110	
ALERTS	\$1,131,000	\$774,099	\$774,099	so	\$774,099	\$488,451
ALERTS Y2K	\$0	\$130,000	\$130,000	\$0	\$0	
CanTRAC (TRAMS)	\$100,000	\$100,000	\$100,000	\$0	\$100,000	
SIS	\$725,000	\$597,427	\$597,427	\$0	\$725,000	\$597,427
SIS Other	so	\$300,000	\$0	\$300,000	\$0	
SIS/RAMP	so	\$550,000	so	\$550,000	so	
DBAS	\$200,000	\$200,000	\$0	\$200,000	\$200,000	
DCARRS	\$100,000	\$113,232	\$113,232	so	\$100,000	
DISATESTBED	\$1,476,000	\$1,476,000	\$1,476,000	\$0	\$1,476,000	
District Support	\$210,000	\$55,000	so	\$55,000	\$55,000	
EC/EDI (LMI)	\$449,854	\$449,854	\$449,854	\$0	\$449,854	\$449,854
HQ Travel	\$256,000	\$256,000	\$256,000	so	\$256,000	
End to End Model Test	so	\$30,000	\$30,000	\$0	so	
Enterprise Management Software	\$0	so	\$0	\$0	so	
Imaging (EDW)	\$1,524,000	\$2,012,000	\$2,012,000	\$0	\$3,424,000	\$1,072,93
Imaging (EDW) Training	so	\$1,500,000	\$1,500,000	so	\$0	
DIRAMS (Metrics)	\$367,000	\$669,000	\$669,000	\$0	\$367,000	
Technology Customer Assistance	\$100,000	\$100,000	so	\$100,000	\$100,000	
OASYS Support	\$659,000	\$398,000	\$398,000	\$0	\$409,000	\$373,02
OCWG	\$261,000	\$0	\$0	so	\$0	
PCARRS	\$1,038,000	\$1,038,000	\$1,038,000	so	\$1,038,000	\$27,59
PCARRS- DADS Y2K Testing	\$0	\$50,000	\$50,000	\$0	\$0	
Miscellaneous Personnel	so	so	so	\$0	so	
PLAS Maintenance	\$224,620	\$224,620	\$224,620	so	\$224,620	
PLAS/ATAPS Interface	\$150,000	\$150,000	\$150,000	\$0	\$150,000	
PM Support	\$238,000	\$611,562	\$611,562	\$0	\$567,163	\$561,35
SICM	\$23,000	\$23,000	\$23,000	so	\$23,000	
SPS Functional Training	so	\$464,000	\$464,000	so	so	
WWW (SBD Web Support)	\$745,000	\$364,521	\$364,521	so	\$364,521	\$364,52

* Mid-tier support
* Mid-tier support

RETURN ON INVESTMENT (ROI)

Supplier Information Service (SIS) *Risk Assessment & Management Program*

COSTS

- ROM submitted by Synergy, SIS contractor, to perform this effort is \$550,000.

BENEFITS

Tangible

- Reduces the estimated (from PLAS data) \$1,000,000 to conduct PBAM on an annual basis separate from daily effort by approximately 80%.
- Overall increase in productivity (approximately 3-5%) directly involved with surveillance efforts through:
 - 1.) Real time data to facilitate timely decisions on surveillance operations.
 - 2.) Visibility of effort linked to risk is expected to highlight unnecessary effort.
 - 3.) Delegations based on risk thereby reducing total number of delegations (facilitates MRM#10).
 - 4.) Automated tracking of delegations.

Intangible

- A consistent DCMC-wide Risk Management and integrated surveillance planning methodology. Currently, there are 15 One Book Chapters that require surveillance plans/activities (A new One Book Chapter on Contractor Risk Management will outline a common approach).
- ONE standard automated client application tool that facilitates central database collection, in a consistent manner, of CAO surveillance activities. Currently, there are over 40 “local” applications collecting this type of information.
- Availability of data at all levels of DCMC to enhance local/corporate decisions on tailored oversight and informed resource decisions.

- Performance consistent with Performance Based Business Environment (PBBE) guidance.
- Ability to analyze risk by several categories (Command, District, CAO, team level, commodity area, etc.)
- Customer Awareness/Satisfaction--Risk Assessments of Suppliers available to Buying Activities via the Web.